



OFFICE OF THE STATE FIRE MARSHAL  
FIRE ENGINEERING DIVISION



APPLICATION FOR  
**Automatic Fire Extinguisher System License**

A separate application for license shall be made for each separate place of business location

**PART I.** \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

**PART II.** \_\_\_\_\_

APPLICANT INTENDS DOING BUSINESS AS: \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNER

**PART III.** \_\_\_\_\_

APPLICATION IS HEREBY MADE FOR THE FOLLOWING LICENSE TYPE:

☐ Upgrade (check type)    ☐ Name Change    ☐ Address Change

☐ **Type 1 – Fire Sprinkler Systems** (servicing and testing)    FEE - \$500.00  
See sections 902 (a) T-19 C.A.C.

☐ **Type 2 – Engineered and Pre-Engineered** (servicing and testing). FEE - \$500.00  
See Section 902.4(b) and 902.15(a) T-19 C.A.C.

☐ **Type 3 – Standpipe Systems** (servicing and testing)    FEE - \$500.00  
See Section 902.18(b) T-19 C.A.C

This original application must be accompanied by the required non-refundable fee, Failure to supply all needed information (including signature) will result in a delay of processing of the application package .

Please mail the application to:

If sent by priority mail (FedEx, UPS, etc...)

Office of the State Fire Marshal  
Cashiers Unit/AES Program  
P.O. Box 944246  
Sacramento, CA 94244-2460

Office of the State Fire Marshal  
Fire Engineering/AES Program  
1131 "S" Street  
Sacramento, CA 95814  
Phone (916) 445-8376 Fax (916) 445-8473

1. List the Automatic Fire Extinguishing System (instruction, application installation, recharge, operation, service and/or manuals, supplements, and/or addendums to such manuals which are the property or and which are possessed and maintained by the applicant. (Attach an additional sheet if necessary)
  
2. List all tools, equipment, or supplies and parts owned by the licenses and kept as part of the normal inventory which the licensee in tends to use in servicing systems for which this license is being applied. (Please note that no tools, equipment or parts may be borrowed, loaned or acquired by means other than purchase for the sole purpose. Expensive specialized equipment may be rented, but you must give verification that the equipment is available when needed, (e.g. rental contract.) from whom (name, address and phone number) the equipment is rented and explain why it is being rented rather than purchased. (Attach additional sheet if necessary)
  
3. List your employee service personnel and their experience and qualifications. Submit all confirmations or certificates attesting to competency, training, qualifications and manufactures authority serviced. The applicant or it's employees may submit other documentation which show evidence of training received on systems to be serviced; e.g. seminars, continuing education classes. Self-certification by the employee or employer is not acceptable. (Attach additional sheet if necessary.) (Review qualifications on page 5)

<u>EMPLOYEE NAME</u>	<u>TYPE OF SYSTEM SERVICED AND NUMBER</u>	<u>FOR WHOM &amp; WHEN</u>
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4. List any pertinent contractor's licenses held by the applicant: e.g. C-16, C-36 or C61-D13. (Give the license number and submit copies of original and current renewal documents)

5. If applicant or an employer is a Fire Protection Engineer, please submit evidence of registration.

6. Submit the original invoices to verify that the purchase or acquisition of required tools, parts and materials for each system license applied for in this application is true and correct. If you do not have original invoices, list the tools and equipment, approximate date of purchase and from whom the purchase was made on a separate document. List where you will be purchasing necessary replacement parts and materials.

7. Give names and address of three persons who will submit letters attesting to character, financial responsibility and integrity: It is the applicant's responsibility to make sure that the letters are sent to the State Fire Marshal. Please be sure that their name appears at the top of the letter.

Name:  
Address:  
City, State Zip:

Name:  
Address:  
City, State Zip:

Name:  
Address:  
City, State Zip:

I am familiar with the statutes contained in the California Health and Safety Code and the regulations contained in Title 19, California Administrative Code, relating to

automatic fire extinguishing systems; that all statements made by me on this application are to the best of my knowledge.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that all the information and materials submitted to the State Fire Marshal for the purpose of obtaining the license(s) applied for are true and correct. By this application, I hereby authorize the State Fire Marshal and any of his properly authorized employees to enter, examine and inspect any premises, building, room, or establishment used in servicing or testing automatic fire extinguishing systems to determine compliance with the provisions of state law and the regulations and standards adopted by the State Fire Marshal.

**SOLE OWNER:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CORPORATION:**

Authorized Agent Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Partnership Each partner, included a limited partner must sign.

If additional space is needed attach on separate attachment

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Notice: This application will not be accepted without the appropriate non-refundable fee. All items must be completed. An incomplete application could be the basis for denial of a license.

**\*\*WHEN FILED WITH AN APPLICATION, THIS CERTIFICATE BECOMES THE PROPERTY OF THE STATE FIRE MARSHAL AND IS KEPT AS A MATTER OF RECORD**

## **SUBJECT: AUTOMATIC SYSTEMS LICENSING REQUIREMENTS**

In order to be issued an automatic systems license ("A") from the Office of the State Fire Marshal (OSFM), you either have to possess a valid C-16 license issued by the California State Contractor's Licensing Board (CSLB) or be able to provide written documentation that you have the necessary experience, qualifications, equipment, parts, tools, facilities and training.

Given the fact that the OSFM utilizes a self-certification process and no practical or written exam is given, the prospective licensee must provide written proof of service experience. This would be a combination of letters from your previous employers on their letterhead, training certificates from the various systems manufacturers and any college classes taken within any of these disciplines. This service experience must be documented in writing from your previous employer and has to be a minimum of two (2) years and must indicate the type of specific systems that you have worked on, the number of times that you have serviced each type of system and the length of time that you have been servicing each type of system.

For instance: Your previous employer would indicate on their company letterhead; while employed with XYZ company, Mr. Jones has been servicing Ansul R102 systems for the past five years and has serviced approximately 500 systems. The "A" license in this case would only be considered for the "Ansul R102 systems". The "A" license is issued for each system that you have listed on your application and that you have provided the required documentation.

The OSFM will verify each piece of documentation that is submitted as proof of experience. Any misinformation or deception will be grounds for denial. If the OSFM does not believe that you possess the appropriate experience and training, your application will be denied. The preceding required information is related to only the experience qualification requirements and the balance of the license application would still have to be completed in its entirety.

The California Code of Regulations (CCR), Title 19, Chapter 5, Section 905.1 (b) (4) provides that a request for an AES License may be denied if the applicant for a license or his employees do not possess the qualifications to conduct the operations for which the application is made. It is your responsibility to provide all of the required documentation.

If you have any questions, you may call the phone number listed above.